

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	<b>Effective Date:</b> 03/01/2007
<b>SUBJECT:</b> General Administration	<b>SECTION:</b> GA 1.4

<b>SUBTITLE:</b> CRSA Internal Policy and Procedure Development and Approval
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POLICY:

It is the policy of CRSA to develop, maintain and distribute all Children's Rehabilitative Services Administration (CRSA) operational, fiscal, program and administrative policies and procedures, collectively articulate standards, guidelines and requirements to CRSA staff.

PROCEDURE:

- 1) The appropriate CRSA staff shall:
  - a) Identify the content area;
  - b) Conduct research and gather necessary background information;
  - c) Secure feedback and recommendations from experts;
  - d) Distribute draft document(s) and solicit comments (if applicable) from CRSA staff;
  - e) Review and incorporate relevant comments;
  - f) Submit document(s) to CRSA Executive Committee for approval;
  - g) Secure appropriate signatures;
  - h) Conduct education and distribute new/revised policies, procedures, and/or documents to appropriate individuals.
  
- 2) Timeframe:  
CRSA's operational, fiscal, program, and administrative policies and procedures are reviewed annually, or more frequently, based on new requirements or changes to existing requirements.

Approved:   CRSA Administrator	Date:  
The Primary Position of Responsibility for this policy is the Office for Children With Special Health Care Needs Users are encouraged to suggest improvements regarding this policy and procedure.	